



# A Resource Guide to Finding a Job in Schweinfurt



Information Provided by ACS  
Employment Readiness Program  
USAG Schweinfurt  
Civilian 09721-96-6933 or DSN 354-6933  
Website: [www.schweinfurt.army.mil/sites/acs/  
employment\\_readiness/employment\\_readiness.htm](http://www.schweinfurt.army.mil/sites/acs/employment_readiness/employment_readiness.htm)



## Employment Readiness Program

The Army knows that employment is one of the most significant issues for military spouses. The Employment Readiness Program provides services to assist military spouses, transitioning Soldiers and civilians with career planning and self-development training, such as:

- Computer Classes
- Career and Interests Self-Assessment
- One-on-One Resume Development
- Resume Workshops (Federal & Civilian)
- Job Searching Methods
- Interviewing Skills

*(Visit the Employment Program's Website for information about time, dates and location of classes: [www.schweinfurt.army.mil/sites/acs/employment\\_readiness/employment\\_readiness.htm](http://www.schweinfurt.army.mil/sites/acs/employment_readiness/employment_readiness.htm).)*

## Getting Started

There are a number of places where spouses and Family members can find employment while living in Schweinfurt. However, the selection is limited, so it may take a while to find a job that suits you. You may not end up working in the same career field as you did in the states, or you may need to commute to a near-by community, but with some persistence, you can find work.

This guide covers the most common areas where military spouses can find employment, and the steps you need to take to apply for a position.

## Employment Options

Army Civilian (AF/NAF)	AAFES
Bank/Credit Union	Commissary
Contractors	CYSS/CDC
College/University	DoDDS
Family Child Provider	German Economy



## Army Civilian (Only U.S. Citizens)

### Common Appropriated Funds (AF) Job Positions

Accounting Technician Budget Technician Family Readiness Support Assistant Human Resources Paralegal Specialist Medical Records Technician Social Service Assistant <i>And Others</i>	Administrative Support Dental Assistant Finance Specialist IT Specialist Medical/Nursing Assistant Postal Clerk Supply Technician
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### How to Apply

#### To build a resume:

- Go to the CPOL home page (<http://acpol.army.mil/employment>) and click on Build A Resume/ View Resume Status.
- First time users select “New Users REGISTER”. Fill in the Personal Data. (You must create a PIN).
- Returning users select “Registered User LOG IN” (you must remember your PIN).
- Logging in takes you to the **Resume Builder & ANSWER** home page.
- **Create/Edit Resume** takes you to the resume data entry page. Fill in the “Work History”, “**Education**” and “**Additional Information**” boxes. **You can write directly in the boxes, use the Worksheet link, or copy and paste your text from Word or other programs** (highly recommended). Click “Save Resume Draft” to save your work in the Resume Builder Database. You can save a partially completed resume in the Resume Builder Database and return later to make changes and corrections.
- **Create/Edit Supplemental Data** takes you to another series of data entry pages, which you must also complete.
- **Resume Builder Instructions** has an extensive User’s Guide.
- **Submit Resume & Supplemental Data** will send your completed resume to the Central Resume Database where it will be available for job applications. **IMPORTANT:** Your resume is not available to apply for jobs until you send it to the **Central Resume Database**. This is different from saving the working draft in the **Resume Builder Database**.

#### To conduct a job search:

- Go to the CPOL (Civilian Personnel On Line) home page <http://acpol.army.mil/employment> and click on Search for Jobs.
- Select search criteria (such as grade, location, or general occupation) and click “get results”.
- Click on the Announcement Number to go to the details of a specific job.
- **TO APPLY**, click on “Self Nominate” at the bottom of the job details page and follow the instructions. **You MUST have an on-line Resume on file to self-nominate for an AF job.** Go to **ANSWER** to check the status of self-nominated jobs.

#### Non-Appropriated Funds (NAF) job positions in the following career fields (*U.S. Citizens, German Citizens, and citizens of NATO countries*)

Community Recreation	Outdoor Recreation	Sports & Fitness
Food & Beverage	Golf and Bowling	Child & Youth Services
Financial Management	Human Resources	Marketing
NAF Contracting	Hotels and Billeting	And Others

#### To Conduct a job search:

- Go to the CPOL (Civilian Personnel On Line) home page: <http://acpol.army.mil/employment> and click on “Search for Jobs”.
- To see just NAF jobs, select “NAF Positions” in the Special Program pull-down menu. Select “Germany” to see jobs in this area.
- Click on the Announcement Number to see the details of a specific job.
- **TO APPLY**, go to the end of a Job Announcement for the application process. This will vary from job to job. NAF applications are available at the CPAC office in the Abrams Center, 3<sup>rd</sup> floor, 09721-96-6444 or DSN 354-6444. You may use a the Army Resume Builder (Resumix) where applicable.

### AAFES

AAFES hires a wide variety of positions for its retail and food service operations. **TO APPLY**, review job announcement and submit an application @[www.aafes.com](http://www.aafes.com) or submit a resume/application to AAFES’ Human Resource Office, Bldg. 20, Conn Barracks.

### Bank/Credit Union

Community Bank and Andrews Federal Credit Union are independent businesses with facilities on-post that provide services to the US Army. From time to time they have job openings for Customer Service Representatives, Loan Officers and Tellers. Inquire about positions directly at the agency. **TO APPLY**, visit each Branch Manager for specify information regarding the submission of resume/application and hiring process.

## Contractors

### DoD's Contractors

- Booz/Allen/Hamilton @<http://www.boozallen.com/careers>
- CACI International Inc. @<http://www.caci.com/job/apply.shtml>
- Choctaw Management/Svc Enterprise @[www.cmse.net](http://www.cmse.net)
- Defense Support Services @<http://www.ds2.com/?id=careers>
- Inverness Technologies @<http://www.invernesstechnologies.com>
- Northrop Grumman Information Technology @[www.it.northropgrumman.com](http://www.it.northropgrumman.com)
- Science Applications International Corp. @[www.saic.com](http://www.saic.com)
- Sterling Medical Corp. @[www.saic.com](http://www.saic.com)
- Serco, Inc. @[www.serco.com](http://www.serco.com)

### International Contractors/Employers

- Aerotek @[www.aerotek.de](http://www.aerotek.de)
- Business Machines and Supplies Co. Gmbh @<http://www.bmsfra.com/>
- International School Mainfranken @[www.international-school-mainfranken.de](http://www.international-school-mainfranken.de)
- S&K Sales @[sk-sales.com](http://www.sk-sales.com)
- SKE International @[www.ske-group.com](http://www.ske-group.com)
- Pond Security @<http://www.pond-security.com/>

Job positions with contractors are normally **personal services contracts** and as such are subject to the supervision and control of a Government officer or employee. **TO APPLY**, visit the website of the company for employment information and instruction on how to apply.

### Non-Personal Service Contractor

Job positions as a **non-personal contractors**, are not subject to the supervision and control of a Government officer or employees, but are individuals incorporated into an independent contracting business providing a service to the government. You are paid for performing specified services, not by a salary or hourly wage. You do not receive benefits and you are responsible for paying your own taxes. **TO APPLY**, visit the RCO website for currently open contracts at <http://www.ecc-e.army.mil/bavaria/index.htm> click on "On Line Bid Board Franconia" to see what contracts are open. Follow the instructions in the contract solicitation package to submit your bid and resume. Contract solicitation packages are also available at the agency soliciting the bid. You can find out if any contracts are currently available by checking with the individual agencies listed below.

- ACS (Army Community Service) 09721-96-6933 or DSN 354-6933
- Religious Support Office (Chaplain) 09721-96-1370 or DSN 354-6181
- Health/Dental Clinic 09721-96-6615 or DSN 354-6615

## Commissary

Bagger (Tips Only)  
Sales Store Technician  
Store Worker

Food Service Worker  
Store Associate

Review job announcements and submit a resume using the Army Civilian Resume Builder (Resumix) at <http://acpol.army.mil/employment/>. (*Job announcements for cashier and store worker positions are also usually available at the commissary. For a Bagger position visit the commissary directly.*)

## DoDDS

DoDDS has more to offer than teaching opportunities. Unlike many stateside school districts, you do not have to be a certified teacher to substitute teach at a DoDDS School. Other possibilities include:

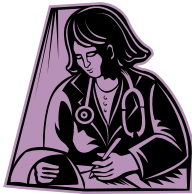
Education and Training Technician    General Clerk and Assistant  
Secretary/Office Automation Technician    Library Technician  
Supply Technician    Transportation Technician

**TO APPLY**, pick up an application at school of interest or Contact DoDDS' HR Specialist Bavaria District) at 0981-183-414 or DSN: 468-7414 for other options. For additional information visit their website: <http://www.bav-dso.eu.dodea.edu/>

## Local National (LN)

Local National jobs are open to citizens of Germany and other countries. **TO APPLY**, go to <http://cpolrhp.belvoir.army.mil/eur/employment/index.htm> and click on the "**LN: Non U.S. Citizen Program**", from this web page click on the "**Announcement**" for Germany for a list of current posted jobs. Click on the job number for specific details. There is also a link to the application form on the web page. The application process is on each job announcement.





## College/University

Administrative Assistant  
College Field Representative  
Learning Center Operator

Counselor Aide  
Instructor/Teacher  
Test Examiner

**TO APPLY**, visit the website of the college/university and follow instructions for employment/job search and how to send a resume, or visit the Education Center for other employment options.

Central Texas College @<http://europe.ctcd.edu/>  
University of Maryland @<http://www.ed.umuc.edu>

## Family Child Care (FCC) Provider

The Army FCC Program is a childcare option offered in homes both on and off post by authorized military Family members and qualified civilians working as independent contractors. FCC Providers have the power to determine who and how many children they will provide care for in their homes. You can care for your own children in addition to outside customers. All training and education is provided free of charge.

**TO APPLY**, call the FCC Program Manager at 09721-96-6551 or DSN 354- 6551 for an application and for additional information, or visit CYSS at Bldg. 224, "The Commons", Ledward Barracks.



## Employment - German Economy

- German Employment Office @[www.arbeitsamt.de](http://www.arbeitsamt.de)
- Environmental Jobs @[www.quality.de](http://www.quality.de)
- German Bank Jobs @[www.deutsche-bank.de](http://www.deutsche-bank.de)
- Aerospace Industry Jobs @[www.spacejobs.com](http://www.spacejobs.com)
- Communications Jobs @[www.commarket.de](http://www.commarket.de)
- Managerial Jobs @[www.manageronline.de](http://www.manageronline.de)
- Medical Jobs @[www.med-online.de](http://www.med-online.de)
- Technical Professions Jobs @[www.job.de](http://www.job.de)
- ADP Jobs @[www.dv-job.de](http://www.dv-job.de)

**TO APPLY**, visit the website of the agency for employment information, job search and instruction.

## Job Search Websites

<http://acs-inc.com/career/index.html> Search this site for both on-site and work-from-home/virtual positions available! Select the source code "Army Spouse Employment" on the on-line application.

<http://www.eu.dodea.edu/pers/vacancies.htm> Search this site for Department of Defense Dependents Schools (DoDDS) - Europe Employment information.

<http://www.usajobs.com> This site lists federal jobs and federal contractor jobs throughout the world.

<http://www.monster.com> , [www.ajb.dni.us](http://www.ajb.dni.us) , [www.careerbuilder.com](http://www.careerbuilder.com) Various websites for employment stateside.

<http://www.military.com> Search this site for employment information for military veteran careers.

<http://www.military.com/spouse> This site is an essential resource for you and your Family, to assist with employment, deployment, personal finance, and childcare.

[www.voled.doded.mil](http://www.voled.doded.mil) , [www.spousestoteachers.com](http://www.spousestoteachers.com) Search for employment opportunities for Troops & Spouses to Teachers.

[www.militaryspousejobsearch.org](http://www.militaryspousejobsearch.org), [www.adecco.com](http://www.adecco.com), [www.msjs.org](http://www.msjs.org) Websites of employers committed to hiring spouses.

## Employment Readiness Center

Monday through Friday, 0900 –1200 hrs & 1300 –1600 hrs at "The Commons," Ledward Barracks: Offers resume assistance, job search on the computer, job search websites, resource library, and much more. . .and please do not forget to sign-up to receive our weekly job listing the "JOLT" (deliver to your e-mail account). (*The "JOLT" is a newsletter that is published weekly. It provides a listing of local employment, contract, and volunteer positions. Information is also provided on education and self-development classes.*)